

City of Riverside Application for Sponsorship

An application for sponsorship is required for all organizations requesting funding or in-kind services for the purpose of supporting local festivals, special events, community projects or programs, including operational support. Applications will be reviewed according to the City of Riverside's City Council Policy on Sponsorships.

Please print or type - press firmly

For Office Use Only
Vendor No. _____

Organization Data

Organization Name		Web Site Address www.		Registered Federal Tax-Exempt ID No.	
Organization's Mission Statement (include number of years organization has been established)					
Affiliated with a "parent" organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, name parent organization:</i>					
Contact Person and Title				E-mail Address	
Mailing Address	City	State CA	Zip Code	Daytime Phone No. ()	Fax Number ()

Sponsorship Request

<input type="checkbox"/> Funding <i>If yes, specify amount requested: \$</i>	
<input type="checkbox"/> In-Kind Services <i>If yes, select type of in-kind service requested and estimate approximate value in dollars: \$</i>	
<input type="checkbox"/> Barricades/Street Closures <input type="checkbox"/> Bottled Water, Qty.: _____ <input type="checkbox"/> Booth/City Vehicle Participation <input type="checkbox"/> Police Services <input type="checkbox"/> Trash Services <input type="checkbox"/> Other, please specify: _____	
List type of recognition the City will receive for the noted funding/in-kind services requested i.e. name/logo listing, banner, ad. etc.:	
Has the City of Riverside sponsored your organization in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, list department(s):</i>	

Event Data (Skip this section if funding or in-kind support is not for an event)

Event Title	Event Date	Event Hours	Event Location
Will the event be held in the City of Riverside? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, specify reason:</i>			
Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, indicate the number of years event has taken place:</i>			
Expected attendance:	Expected no. of attendees who live in Riverside:	Attendance at last year's event:	
Is the event open to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe target audience:</i> _____			

Additional Supplements Required

Submit this completed application along with the following:

- ♦ Attach completed "Supplement to Application for Sponsorship" form
- ♦ Attach a current list of your organization's Board of Directors and appropriate affiliations
- ♦ Attach a copy of your organization's operating or event budget (revenue and expenses), include any funds from a Community Development Block Grant, City Arts Grant Program, or in-kind contributions
- ♦ Attach a list of the event's sponsorship opportunities i.e. name/logo listing, banner, ad, reserved seats, etc., if applicable

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GL Key	Object	JL Key 6020009090	Object 45602206	Amount
Certification of Delivery	Approved for Payment		Approved for Payment	
Signature	Date	Department Head	Date	Finance Department
Approved In-Kind Service(s), if checked:				Total Amount Approved
<input type="checkbox"/> Bottled Water, Qty.: _____ <input type="checkbox"/> Barricades/Street Closures <input type="checkbox"/> Booth Participation <input type="checkbox"/> Police Services <input type="checkbox"/> Trash Services Other: _____				

City of Riverside

Supplemental Data

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